

MCLE Electronic Reporting Instructions

The State Bar MCLE Department has implemented an electronic reporting system for MCLE credit. **You are responsible for reporting your MCLE hours for this seminar.** The following are instructions as to how to report your credits online:

1. To report your hours for this course, go to www.texasbar.com.
2. Login to “My Bar Page” using your bar card number and password, or create a new account to obtain a password, and click “login.” Once logged in, you may have to review your contact information and click a link at the bottom that states “Save and Continue.”
3. On the top right corner, there should be a drop down arrow next to your name. Click on “My Bar Page.”
4. Click on “View/Report MCLE hours”
5. Click on “Add Attendance.”
6. Under the “Course” tab, enter the “2024 Riley Fletcher Basic Municipal Law Seminar - Online” course number 174224028, the course the course date, and the number of hours you attended (maximum of 8.0 participatory hours, including .75 ethics hour).
~~the “Course” tab, enter the “202218 Riley Fletcher Seminar—Online Seminar” course number 174020898, the course date (7/16/18 through 6/28/19, inclusive), and the number of hours you attended (maximum of 8.0 participatory hours, including .75 ethics hour).~~
7. Click “submit.”

If you have questions, please contact the State Bar of Texas directly at 1-800-204-2222.

In lieu of electronic reporting, you may contact the state bar for a traditional bubble-sheet reporting form.